



Activity Guide – AP310: Vendor Processing

State of Kansas

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Activity 1 – Walkthrough: Searching for Vendors

Scenario

In this scenario, you have the role of a Agency Vendor Processor and have been contacted by Tammy, a Vendor Viewer in your agency, to order a new office fan. You agree and ask Tammy for a list of her preferred vendors so you can search SMART and verify the vendor has been input into the system. Search for one vendor in the list that Tammy has provided, Topeka Office Supplies and navigate through the vendor profile.

Menu Path

Accounts Payable → Accounts Payable Center → Vendors → Add/Update → Vendor

UPK Procedure

Searching for Vendors ([online for reference only](#))

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous UPK walkthrough to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific field,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Vendor Information: Find an Existing Value</i>	
SetID	SOKID
Name 1	Topeka Office Supplies

Activity 2– Exercise: Viewing Vendor Profiles

Scenario

In this scenario, you have the role of a **Agency Vendor Viewer**. You are very satisfied with the new office supplies that have recently arrived on your floor from Bo Supplies Shop. You would like to recommend the vendor, from which these supplies came from, to a friend who works in the State of Kansas Department of Administration. You will need to locate their address and phone number to make this recommendation. This information can be found on the *Main Information* or *Additional Vendor Information* tabs, or by clicking out to the *Vendor Maintenance* link by selecting the *View Related Link button*. In this walkthrough, you will view the vendor profile and find the answers to the questions below.

Menu Path

Accounts Payable → Accounts Payable Center → Vendors → Review Vendors

UPK Procedure

Viewing Vendor Profiles (**online for reference use only**)

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough to complete the exercise scenario in SMART. For fields in the Required Data table that require “user specific data,” be sure to use **ONLY** the user number that your instructor has assigned to you.

Required Data

Field		Value
<i>Review Vendors: Review Vendor Profile</i>		
SetID		SOKID
Name		Bo Supplies Shop


- 1) What is the address for Bo Supplies Shop?
- 2) Is Bo Supplies Shop an approved vendor?



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- 3) What is the main telephone number for Bo Supplies Shop? *Hint: Use the View: Related Links button , then click the Vendor Maintenance link, then click the Contacts tab*

Activity 3 – Exercise: Adding Vendors

Scenario

In this scenario, you have the role of a **Agency Vendor Processor**. You are preparing to enter a new vendor into the system and have gathered all the information that you need for the company with which you are doing business. You also have already verified that the vendor does not already exist in SMART. You will enter the Hardware Supplier as a new vendor in SMART.

Menu Path

Vendors → Vendor Information → Add/Update → Vendor

UPK Procedure

Adding Vendors

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous UPK walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific field,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Vendor Information: Add a New Value</i>	
SetID	SOKID
Vendor ID	NEXT
Persistence	Regular
<i>Vendor: Identifying Information</i>	
Vendor Short Name	[Your Initials]
Vendor Name 1	[Your full name] Hardware Supplies
Classification	Supplier
Persistence	Regular
<i>Vendor: Additional ID Numbers</i>	
Type	W-9
ID Number	Today's Date
<i>Vendor: Vendor Address</i>	
Description	Main
Address 1	5950 SW Huntoon St



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Field	Value
City	Topeka
Postal	66604
State	KS
Type (Phone Information)	.Pymnt Loc
Prefix	001
<i>Vendor: Contacts</i>	
Description	Main Business Contact - AP
Type	Accounts Payable
Name	Max Goof
Title	Director of Accounts Payable
Type (Phone Information)	Business
Telephone	785-272-2288
Extension	272
<i>Vendor: Location</i>	
Location	001
Description	5950 SW Huntoon St Topeka KS 6
Effective Date	Today's Date
<i>Vendor: 1099 Reporting Information group box (click the 1099 link)</i>	
Withholding Entity	IRS
Address Seq of 1	1(type this value in the field)
Tin Type	F
Taxpayer Identification Number	See User Specific Data
* Click the OK button	
* Click the Save button	

Classroom 1 – User Specific Data

User	Field	Value
User 1	Taxpayer Identification Number	565656956
User 2	Taxpayer Identification Number	565656957
User 3	Taxpayer Identification Number	565656958
User 4	Taxpayer Identification Number	565656959
User 5	Taxpayer Identification Number	565656960
User 6	Taxpayer Identification Number	565656961
User 7	Taxpayer Identification Number	565656962
User 8	Taxpayer Identification Number	565656963
User 9	Taxpayer Identification Number	565656964
User 10	Taxpayer Identification Number	565656965
User 11	Taxpayer Identification Number	565656966
User 12	Taxpayer Identification Number	565656967
User 13	Taxpayer Identification Number	565656968
User 14	Taxpayer Identification Number	565656969

User	Field	Value
User 15	Taxpayer Identification Number	565656970
User 16	Taxpayer Identification Number	565656971
User 17	Taxpayer Identification Number	565656972
User 18	Taxpayer Identification Number	565656973
User 19	Taxpayer Identification Number	565656974
User 20	Taxpayer Identification Number	565656975
User 21	Taxpayer Identification Number	565656976
User 22	Taxpayer Identification Number	565656977

Classroom 2 – User Specific Data

User	Field	Value
User 1	Taxpayer Identification Number	565656978
User 2	Taxpayer Identification Number	565656979
User 3	Taxpayer Identification Number	565656980
User 4	Taxpayer Identification Number	565656981
User 5	Taxpayer Identification Number	565656982
User 6	Taxpayer Identification Number	565656983
User 7	Taxpayer Identification Number	565656984
User 8	Taxpayer Identification Number	565656985
User 9	Taxpayer Identification Number	565656986
User 10	Taxpayer Identification Number	565656987
User 11	Taxpayer Identification Number	565656988
User 12	Taxpayer Identification Number	565656989
User 13	Taxpayer Identification Number	565656990
User 14	Taxpayer Identification Number	565656991
User 15	Taxpayer Identification Number	565656992
User 16	Taxpayer Identification Number	565656993
User 17	Taxpayer Identification Number	565656994
User 18	Taxpayer Identification Number	565656995
User 19	Taxpayer Identification Number	565656996
User 20	Taxpayer Identification Number	565656997
User 21	Taxpayer Identification Number	565656998
User 22	Taxpayer Identification Number	565656999

Classroom 3 – User Specific Data

User	Field	Value
User 1	Taxpayer Identification Number	565657000
User 2	Taxpayer Identification Number	565657001
User 3	Taxpayer Identification Number	565657002
User 4	Taxpayer Identification Number	565657003



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User	Field	Value
User 5	Taxpayer Identification Number	565657004
User 6	Taxpayer Identification Number	565657005
User 7	Taxpayer Identification Number	565657006
User 8	Taxpayer Identification Number	565657007
User 9	Taxpayer Identification Number	565657008
User 10	Taxpayer Identification Number	565657009
User 11	Taxpayer Identification Number	565657010
User 12	Taxpayer Identification Number	565657011
User 13	Taxpayer Identification Number	565657012
User 14	Taxpayer Identification Number	565657013
User 15	Taxpayer Identification Number	565657014
User 16	Taxpayer Identification Number	565657015
User 17	Taxpayer Identification Number	565657016
User 18	Taxpayer Identification Number	565657017
User 19	Taxpayer Identification Number	565657018
User 20	Taxpayer Identification Number	565657019
User 21	Taxpayer Identification Number	565657020
User 22	Taxpayer Identification Number	565657021

Classroom 4 – User Specific Data

User	Field	Value
User 1	Taxpayer Identification Number	565657022
User 2	Taxpayer Identification Number	565657023
User 3	Taxpayer Identification Number	565657024
User 4	Taxpayer Identification Number	565657025
User 5	Taxpayer Identification Number	565657026
User 6	Taxpayer Identification Number	565657027
User 7	Taxpayer Identification Number	565657028
User 8	Taxpayer Identification Number	565657029
User 9	Taxpayer Identification Number	565657030
User 10	Taxpayer Identification Number	565657031
User 11	Taxpayer Identification Number	565657032
User 12	Taxpayer Identification Number	565657033
User 13	Taxpayer Identification Number	565657034
User 14	Taxpayer Identification Number	565657035
User 15	Taxpayer Identification Number	565657036
User 16	Taxpayer Identification Number	565657037
User 17	Taxpayer Identification Number	565657038
User 18	Taxpayer Identification Number	565657039
User 19	Taxpayer Identification Number	565657040



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User	Field	Value
User 20	Taxpayer Identification Number	565657041
User 21	Taxpayer Identification Number	565657042
User 22	Taxpayer Identification Number	565657043